



SPB- Consultant I

CHARACTERISTICS OF WORK:

This is the entry level in the SPB-Consultant series. An employee in this class functions in a training capacity and assists in performing professional Human Capital consultant duties (e.g. position classification, position management, recruitment, training, benefits, employee selection processes and/or salary determination). The work involves learning to: develop, implement, and evaluate training programs for skilled, technical, and supervisory employees. This work also involves assisting in evaluating position action requests; assisting in evaluating occupation skills of job applicants; assisting in evaluating State of Mississippi applications; conducting position audits, applying the whole-job compensation techniques in grading classes, preparing cost projections, and writing class specifications. The work involves assisting in developing a framework for making staffing decisions based on an agency's mission, strategic plan, budgetary resources and identified workforce competencies. Incumbents perform professional human capital and core processing work of routine difficulty under the immediate supervision of an administrative superior.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Four (4) years of experience in work related to the described duties.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assists in performing professional staff analytical duties related to updating and maintaining the classification plan including conducting classification studies, analyzing class concepts, conducting position audits, and evaluating position action requests.

Assists in analyzing Agency Personnel Services Budget Requests and makes recommendations to the State Personnel Board.

Assists in analyzing current workforce competencies; identifying future workforce competencies for recruiting, developing, training, retaining, or assisting with the placement of employees to build the workforce for the future.

Assists in developing, succession plans, career development plans and organizational development plans for state agencies.

Assists in the development of training programs for supervisory, skilled, and technical employees; assists in the development and implementation of new professional and managerial training programs; assists in analyzing and evaluating training programs.

Assists in the selection and scheduling of participants for training courses; assists in arranging training locations; assists in the selection of training materials, speakers, discussion leaders, and training aids; assists in providing information relative to training opportunities.

Assists in counseling prospective applicants and state government employees on matters relative to minimum qualifications of job classes or certification for appointment, promotions, or transfers and other personnel actions.

Assists in evaluating State of Mississippi applications to assess information pertaining to education, work experience, and other occupational qualifications.

Assists in developing and presenting informational and recruiting programs and materials on employment opportunities.

Interacts with government agencies, public officials, private organizations, and the general public to resolve human capital issues and problems, furnish, or obtain information, and explain human capital policies and procedures.

Interprets, applies, and enforces a variety of human capital rules and regulations; assists in analyzing policies, procedures, organizations, and operations and making recommendations for improvements in economy, efficiency, and quality in these areas.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.